

No.A-12023/1/2018-D (Estt.1/Gp.II)

भारत सरकार/ Government of India

रक्षा मंत्रालय/ Ministry of Defence

Room No. 320, 'B' Wing,
Sena Bhawan, New Delhi- 110105

Dated 12th December, 2019

OFFICE MEMORANDUM

Subject: **Recruitment to the post of Staff Car Driver in Ministry of Defence by Deputation/ Absorption/Re-employment basis**

The undersigned is directed to say that one (01) post of Staff Car Driver (Ordinary Grade) in the Ministry of Defence carrying pay in Level 2(Rs.19900 - Rs.63200) of Pay Matrix is proposed to be filled up by:

Deputation/ Absorption/ Re-employment

From amongst the **regular Despatch Rider(Group-C) and Group C employees** in Level 1(Rs.18000 - Rs.56900) **in the Ministry of Defence (Secretariat)** who possess valid driving licence for motor cars on the basis of a driving test conducted by Transport Company, Army Headquarters, Ministry of Defence to assess the competence to drive motor cars failing which from officials holding the post of **Despatch Rider in other Ministries of the Central Government** who fulfil the necessary qualifications, as mentioned below:

For Ex- Servicemen: Deputation/ Re-employment

The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed below shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces, thereafter, they may be continued on re-employment.

Essential educational/technical qualification

Essential:

- i) A pass in the 10th standard or equivalent from a recognized Board or Institution;
- ii) Must possess a valid driving licence for motor car issued by the competent authority;
- iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles);
- iv) Experience of driving a motor car for at least three years from reputed organisation.

Desirable:

Three years service as Home Guard or Civil volunteers.

Note 1: The qualifications regarding experience are relaxable at the discretion of the Competent Authority in the case of candidate otherwise well qualified.

Note 2: The qualifications regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the competent authority is of the opinion that sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.

2. In addition to the above, it may be noted that the period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ Department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation/absorption shall not exceed 56 years as on the closing date of receipt of applications.

3. In the event of selection, appointment will be subject to passing of driving skill test.

4. Applications in the attached proforma(Annexure-I) from willing and eligible persons and whose services can be spared, shall be forwarded by the Employer/Cadre Controlling Authority along with duly filled-in certification(Annexure-II) to this office within six weeks from the date of publication of the advertisement in Employment News along with the following documents:

- i. Matriculation certificate
- ii. Driving Licence
- iii. NOC from record office (in case of Armed forces personnel)
- iv. APAR dossiers for the last five years
- v. Vigilance certificate
- vi. Experience certificate & Commendation certificate(if any)

P. Ch. Gulm
12/12/19
(Phani Tulasi K.Ch.)

Under Secretary to the Government of India
Tel. No. 23012538

1. All Ministries/Departments of Government of India.
 2. All Sections in the Ministry of Defence including MoD(Finance).
 3. Office of the JS(Trg) & CAO.
 4. DCOAS(P&S) Sectt, General Staff Branch, IHQ of MoD(Army), Room No. 262, South Block, New Delhi
 5. ACOP(AC), IHQ of MoD(Navy), Talkatora Annex Building, Talkatora indoor stadium, New Delhi- 110001
 6. Asst. Chief of Air Staff, (PA&C), Air Headquarters, Vayu Bhawan, New Delhi
 7. D(IT/NIC), Ministry of Defence (With the request to place this vacancy OM on the website of MoD).
 8. Notice Board
 9. D(OL) for Hindi translation
- With the request to also put the instant vacancy OM in their respective website.

Application for the post of Staff Car Driver(Ordinary Grade)

1. Name : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Date of Entry in Govt. Service : _____
5. Date of Discharge for Armed Forces Personnel : _____
6. Post presently held and since when : _____
7. Are you holding the post on regular basis? : _____
8. Pay Scale : _____
9. Educational Qualification possessed : _____
10. a) are you holding a valid driving licence? : _____
b) if yes, since when : _____
11. Do you have knowledge of motor mechanism? : _____
12. Experience of motor driving/ motor mechanism and since when : _____

13. Address : _____
(Permanent & Correspondence)

14. Mobile No. : _____
15. Do you belong to SC/ST/OBC category? : _____
16. Any other relevant Information : _____

Date:

(Signature of Applicant)

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application of _____ (Name & Designation) are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____.
- ii) His/ Her integrity is certified.
- iii) His/ Her APAR Dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/her during the last 10 years Or a list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (As the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)